



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

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September 18, 2012

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

THE DEPARTMENT OF THE HEALTH SERVICES' REQUEST TO APPOINT MS. ELIZABETH JACOBI TO THE POSITION OF HUMAN RESOURCES ADMINISTRATOR, HEALTH SERVICES

Consistent with Board-approved Policy on management appointments, the Department of Health Services, with the support of the Chief Executive Office, requests approval to appoint Ms. Elizabeth Jacobi to the vacant and budgeted position of Human Resources Administrator, Health Services (HS), at an annual base salary of \$181,647.72. The base salary placement for Ms. Jacobi onto Management Appraisal and Performance Plan (MAPP) Tier II Salary Range S15, Step 16, the Board approved range for this position, will place Ms. Jacobi above the control point of this range. Based on Ms. Jacobi's extensive experience and the role and responsibilities she will be assuming, this is an appropriate salary placement.

Ms. Jacobi is a senior manager with more than ten years of progressively responsible experience in human resources management and organizational development. She has the proven ability to integrate the human resources function within the overall business and policy strategy in public sector, unionized, and healthcare environments. Since 2006, Ms. Jacobi has been the Human Resources Director for the Department of Public Health, City and County of San Francisco, California. In that capacity, she is responsible for the comprehensive human resources services for over 8000 employees in a health department with a \$1.5 billion annual budget. Currently, Ms. Jacobi oversees and directs the following areas to support the Department's mission: Labor Relations, Personnel Operations, Merit systems, payroll, and Equal Employment Opportunity and Cultural Competence.

"To Enrich Lives Through Effective And Caring Service"

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Ms. Jacobi serves on the integrated steering Committee, which spans San Francisco General Hospital and Trauma Center, Laguna Honda Hospital and Rehabilitation Center, 18 community clinics providing primary care and behavioral health services, jail health services for County inmates, and the County's public health functions. She also serves on various City-wide committees for labor management, emergency preparedness, the City's Catastrophic Illness Program and Civil Service reform. Prior to 2006, Ms. Jacobi was the Assistant Equal Employment Opportunity Manager and Civil Service Commission Appeals Coordinator for the Department of Human Resources, City and County of San Francisco.

Based on her extensive and varied expertise, Ms. Jacobi is exceptionally qualified for the position of Human Resources Administrator, HS. In this position, Ms. Jacobi will be responsible for managing and administering all human resources functions for the Department, including training, policy development and implementation, recruitment, classification, leave management, diversity management, operations, payroll, performance management, and employee relations. She will advise executive management regarding department-wide human resources issues that have a significant impact upon departmental operations. Ms. Jacobi will provide direction to resolve the most difficult and complex human resources issues having a significant impact on departmental operations. In addition, she will oversee the development and revision of departmental human resources policies and procedures to achieve maximum operational efficiency, improve services, reduce administrative costs, and ensure compliance with local, State, and federal employment regulations, labor contracts, and County and departmental guidelines.

In accordance with policy on managerial appointments, unless otherwise instructed by your Board by October 2, 2012, the Chief Executive Office will advise the Department of Health Services that authorization has been granted to proceed with Ms. Jacobi's appointment to Human Resources Administrator, HS, at an annual base salary of \$181,647.72 effective no sooner than October 3, 2012.

If you have any questions, please contact me, or your staff may contact Steve Masterson, Manager, CEO at (213) 974-8481.

WTF:BC:EFS
SJM:SO:ra

c: Department of Health Services
Executive Office, Board of Supervisors
County Counsel